



# Town of Crested Butte

P.O. Box 39 • Crested Butte, Colorado 81224 • (970) 349-5338

*-A National Historic District-*

[www.townofcrestedbutte.com](http://www.townofcrestedbutte.com)



## **REQUEST FOR PROPOSALS**

### **Town Park Destination Sign**

**RFP Posted: April 3, 2019**

**Proposals Due: May 17, 2019 by 5 p.m.**

#### **Project Overview**

The Town of Crested Butte (Town) and the Crested Butte Creative District (Creative District) are looking for creative individuals to design and construct a unique destination sign for Crested Butte Town Park. Through this project, the Town and Creative District hope to engage local creatives to enhance the creative spirit of the Town.

Selected creatives will be responsible for coordinating closely with Town staff in finalizing their design, particularly to address installation and maintenance concerns. The Town will be responsible for installation.

#### **Project Information**

The Town Park destination sign shall be a standalone 8-10 sq. ft. wooden sign with a custom design that says, at a minimum “Town Park” or “Crested Butte Town Park”. The sign will be visible from 6<sup>th</sup> street, along one of the sidewalks connecting to Town Park. The final location will be determined by the Town’s Parks and Recreation Department. Town Park is located in the heart of the Creative District in the center of Crested Butte. The Creative District is seeking unique proposals that showcase the creativity and beauty of Crested Butte.

#### **Timeline\***

April 3, 2019	Request for Proposal posted
May 17, 2019	Deadline to submit proposals (by 5 p.m.)
May 20-24, 2019	Proposal review by Creative District Commission
June 5, 2019	Tentative selection date
July 5, 2019	Project substantially completed

*\* Dates subject to change at the request of the Creative District or Town*

## **Budget**

The budget for this project is \$1,500 for a sign including posts. The budget does not include installation, which will be completed by the Town.

## **Project Requirements**

- The sign may be made of wood, aluminum, metal, or any material that can withstand the outdoor elements (rain, hail, snow, etc.)
- Illumination, fluorescent colors, and moving parts are prohibited.
- Final product must include posts or base for installation.
- All designs must be original.
- Chosen creatives must work with Town Staff to ensure that design meets to address any design, maintenance, or installation concerns.

## **Proposals**

Interested creatives should submit a proposal with the following information:

1. Color design sketch of the sign design. Include dimensions.
2. Proposed materials list. Materials must meet the requirements above and be durable in the Crested Butte climate.
3. Detailed budget, including labor and materials.
4. Description of applicant's qualifications.
5. List of similar past projects.
6. Photos showing the applicant's work in their proposed medium.
7. Proposed project workflow, including proposed project completion date.
8. Three references.

## **Submission**

All proposals must be received no later than 5:00 p.m. on May 17, 2019. Proposals may be submitted via mail, email, or in-person to:

Mel Yemma  
Creative District/Open Space Coordinator  
Town of Crested Butte  
PO Box 39 (mail)  
507 Maroon Avenue (in-person)  
Crested Butte, CO 81224  
(970) 349-5338  
[melyemma@crestedbutte-co.gov](mailto:melyemma@crestedbutte-co.gov)